

Classification: CPC Project Director, NH-0301-III**Local Title:****Employing Office Location:** Orlando, FL**Duty Station:** Orlando, FL**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)2nd Div: Project Office for Common Product Components3rd Div:4th Div:

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Thomas M. Kelso**Title:** Manager, Common Product Components (Acting)**Signature:** _____/s/_____ **Date:** 5/9/03**Higher Supervisor or Manager:** _____**Title:** _____**Signature:** _____ **Date:** _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: Sharon Hightower**Title:** Chief, Human Resource Management Division**Signature:** _____/s/_____ **Date:** 5/9/03**FLSA:** Exempt**Drug Test:** No**Key Position:** NCS**Sensitivity:** NCS**Reason for Submission:****Previous PD Number:****Envir. Diff:****Acq Posn Category:** A**Acq Career Level:** 3**Acq Special Asgmt:****Career Spec – Primary:****Cont Job Site:****Financial Disclosure:** ☐ Public Financial ☒ Confidential Financial☐ Supervisor ☐ Manager ☒ Neither**Citation 1:** USOPM PCS for GS-0301 Series, TS-34, Jan 79**Citation 2:** AWF, PDP, BLD, Federal Register, Volume 64, Jan 99**BUS Code:** 7777 **CL:** 327**Emergency Ess:****OPM Functions Code:****Status:** Competitive**Subject to IA:** Yes**Mobilization:****Career Prg ID:****CAPL Number:****Acq Posn Type:** 4**Acq Prog Ind:****Career Spec – Sec:****Mobility:**

Acquisition Workforce Demo Project
Position Requirements Document

I. Organization information:

Position is located in the Project Office for Common Product Components, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

CPC Project Director, NH-0301-III

III. Duties:

The incumbent serves as a Project Director in the Common Product Components Project Office working closely with each PEO STRI product and service Core Business Unit (CBU) and other aligned activities to assist in the overall definition, development, integration and sustainment of common components. These common components will be used in products from PEO STRI and also shared among other Army entities to further increase reuse, integration and interoperability.

Serve as a consultant and advisor for surfacing common components and incorporating them into current and future Modeling and Simulation (M&S) efforts. Advises management on advantages and impacts of incorporating common components concepts into current M&S products. Incorporates common component and interoperability goals into live, constructive and virtual system development and integration activities. Incorporates Requirements Synchronization and Assessment (RS&A) evaluation tools and practices into each strategy. Prepares and briefs program status reviews to senior management and higher headquarters.

Plans, directs, organizes, controls, coordinates, reviews and approves the efforts of project support teams, which include engineering, logistics and other support personnel. Coordinates the activities of contract negotiators, contract analysts, and contract support personnel assigned to the project. Resolves divergent viewpoints. Identifies improvements to established program management processes and procedures. Establishes goals and milestones for tasks in support of the project goals. Provides input to support

the performance rating of the support personnel assigned to the project.

Manages process improvements and reduces duplicate efforts of training devices/tools throughout PEO STRI. Conducts analytical studies and assessments regarding common components and provides an integrated picture to management. Analyzes how to reduce duplication and increase interoperability of both current and future M&S. Participates in Integrated Product Team (IPT) and a Working Group with focus on improving the identification, creation, and integration of common components.

Performs financial management and control of assigned project and program funds. Direct the activities of the program and cost analysts assigned to the project.

Organizes and leads multidiscipline teams to meet program objectives. Responsible for determining program status to include system design compliance to specification requirements and supportability. Coordinates the efforts of matrix support members to ensure that an integrated plan is executed. The incumbent may be required to lead a team of experts who will investigate a potential contractor's capability to perform under a proposed contract.

Performs other duties as assigned.

IV. Factors:

Factor: 1. - Problem Solving Level III.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods. Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. Develops plans and techniques to fit new situations to improve overall program and policies.

Establishes precedents in application of problem-solving techniques to enhance existing processes.

Factor: 2. - Teamwork/Cooperation Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish complex projects/programs. Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Expertise is sought by peers.

Factor: 3. - Customer Relations Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers. Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to program/projects. Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement strategies or techniques for resolving problems (e.g., determining priorities and resolving conflict among customers' requirements).

Factor: 4. - Leadership/Supervision Level III.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice

and assistance. Defines, organizes, and assigns activities to accomplish project/program goals. Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.

Factor: 5. - Communication Level III.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates project or program results to all levels, internally and externally. Reviews and approves, or is a major contributor to/lead author of, management reports or contractual documents for external distribution. Provides inputs to policies. Presents briefings to obtain consensus/approval.

Factor: 6. - Resource Management Level III.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and allocates resources to accomplish multiple project/programs. Identifies and optimizes resources to accomplish multiple project/program goals. Effectively accomplishes multiple project/program goals within established guidelines.

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S. by commercial aircraft.

Knowledge, Skills and Abilities (KSAs) Required:

Knowledge of policies, programs, organizations, functions, resources, and legislation affecting the program(s) and the organizations studied or served, and related customers, functions, resources and users.

Knowledge of DOD acquisition and life cycle management policies, procedures, and practices

Knowledge of training and Modeling & Simulation components, products & services

Ability to recognize and analyze problems, conducts research, summarize results and make appropriate recommendations

Knowledge of the defense procurement and acquisition process

Ability to communicate orally and in writing

Skill in use of Requirements Synchronization and Assessment (RS&A) evaluation tools

Knowledge of the Program Planning, Budgeting and Execution System (PPBES)

Ability to organize and lead (study/project) teams involving personnel from diverse organizations

Ability to supervise and lead others.

Ability to execute projects and/or studies within established financial and time constraints

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit